Purpose

Use this procedure to setup your alerts.

Trigger

Perform this procedure when you wish to receive various alerts.

Prerequisites

- Access to SupplyWEB
- Internet access and Internet Explorer 6 or higher

Menu Path

Use the following menu path(s) to begin this transaction:

• <u>https://supplyweb.tenneco.com/supplyWeb/account/login</u>

Helpful Hints

- Save the above URL to your browser's favorites
- Instead of using the navigation tools of your browser, use the navigation tools provided by SupplyWEB

Procedure

	Demand
	Demand
	+ Kanban
	Supplier Managed Inventory
	Shipments
	 ∎ Receipts
	CUM Management
	Delivery Performance
	 ∎ Reports
	Communications
1 -	+ Preferences
	🖶 Setup
	± Help

1. To setup your alerts click on the Preferences menu item

	Demand
	 ∎ Kanban
	Supplier Managed Inventory
	Shipments
	 Receipts
	CUM Management
	Delivery Performance
	 ∎ Reports
	Communications
	Preferences
	Edit User Profile
2 -	Configure Alerts
	Configure EMC
	Define Product Groups
	⊞ Setup
	 Help

2. Select the Configure Alerts menu item

Configure Alerts

Demand Alerts	
Alert	Send
Requirement Manually Deleted	
Requirement Rejected	
Requirement Manually Added/Changed	
Supplier Net Change Threshold Exceeded	
Shipment with Cancelled Schedules	
Shippers Adjusted with Fulfillment	
New Demand, Shipper ID Not Found	
Demand For Part Was Deleted	
New Part	
erts	
Alert	Send
Purchase Order Changed	
	Alerts Alert Alert Requirement Manually Deleted Requirement Rejected Requirement Manually Added/Changed Supplier Net Change Threshold Exceeded Shipment with Cancelled Schedules Shippers Adjusted with Fulfillment New Demand, Shipper ID Not Found Demand For Part Was Deleted New Part erts Alert Purchase Order Changed

3. The Alerts list opens up displaying all possible alerts such as Demand Alerts, PO Alerts...

1	Purchase Order Changed	
AETC	Alerts	
Edit	Alert	Send
P	Customer Accepted AETC Request	
Kanba	an Alerts	
Edit	Alert	Send
1	Emergency Signal Sent	
DPRA	AIEITS	
Edit	Alert	Send
ø	DPR Published	
ø	DPR Response Accepted	
1	DPR Response Rejected	
P	DPR Response Past Due	

4. AETC Alerts, Kanban Alerts, DPR Alerts...

SMI Alerts		
Edit	Alert	Send
ø	SMI Part Below Minimum Level	
Ø	SMI Part Above Maximum Level	
Receint Alerts		
Edit	Alert	Send
1	Receipt Published	
1	Receipt Without Matching ASN	
Ø	Receipt with Disorepancies	
Blank	et PO Alerts	
Edit	Alert	Send
ø	Blanket PO Published	
Ø	Blanket PO Changed	
	Save	

5. SMI Alerts, Receipt Alerts, and Blanket PO Alerts.

	Dema	ind Alerts	
	Edit	Alert	Send
	1	Requirement Manually Deleted	v
	Ø	Requirement Rejected	V
	Ø	Requirement Manually Added/Changed	
6 -	1	Supplier Net Change Threshold Exceeded	
	ø	Shipment with Canoelled Schedules	
	Ø	Shippers Adjusted with Fulfillment	
	Ø	New Demand, Shipper ID Not Found	
	Ø	Demand For Part Was Deleted	
		New Part	
	PO AI	erts	
	Edit	Alert	Send
	ø	Purchase Order Changed	
	ø	Purchase Order Changed	

6. You can select to receive any of the alerts by making sure there is a check in the Send column. If

you no longer wish to receive a certain alert, uncheck the box under the Send column \square .

	Dema	ind Alerts	
	Edit	Alert	Send
	1	Requirement Manually Deleted	V
	Ø	Requirement Rejected	V
	P	Requirement Manually Added/Changed	
7 -	1	Supplier Net Change Threshold Exceeded	V
	Edi	t shipment with Cancelled Schedules	
	P	Shippers Adjusted with Fulfillment	
	P	New Demand, Shipper ID Not Found	
	P	Demand For Part Was Deleted	
		New Part	
	PO Alerts		
	Edit	Alert	Send
	1	Purchase Order Changed	

7. Many of the Alerts can be edited for specific "groups" that can be created (steps <u>10</u> through <u>15</u>), or certain tolerances can be allowed before alerts are raised, such as in Supplier Net Change Threshold

Exceeded

	Product Groups (Supplier Net Change Threshold Exceeded)				
	Assign	Group Name	Tolerance		
	V	Available Parts	%] 8		
9		Save Cancel			

8. As required, complete/review the following fields:

Field	R/O/C	Description
Tolerance	Conditional	You can enter a specific Tolerance level, such as 30%.

9. Click on the Save button to save your edits to this alert



10. To create a new product group for your alerts, go to Preferences and select Define Product Groups

	Product Groups		
	My Groups		
	No Product Groups Available		
11 -	Add Copy		

11. Click on the Add button, or if you want to copy a group already created and include additional part numbers, click Copy Add.

	New Group	
12 -	Group Name *	
	Description	
	Part List	
	Available Parts Product Group Parts 101900003 Image: Constraint of the second	
	Save Cancel	

12. As required, complete/review the following fields:

Field	R/O/C	Description
Group Name	Required	The Group Name box needs to be filled out. This is the name that will appear when editing your Alerts.
		Example: Test Product Group

	New Group	
	Group Name	
13 -	Description	
	Part List	
	Available Parts 101900003 10440007 10440007 104400965 104461807 111900003 111900004 111945554	Product Group Parts
	Save	Cancel

13. As required, complete/review the following fields:

Field	R/O/C	Description
Description	Optional	Description
		Example: Test product group for demonstration

	New Group	
	Group Name 🕷	Test Product Group
	Description	Test product group for demonstration
	Part List	
14 -	Available Parts	Product Group Parts
14 -	101900003	
	104400007	
	104400078	
	104460965	
	104461807	
	111900003	
	111900004	
	111945554	
		Save

14. All available parts for your company are listed to the left. Highlight a part number by clicking on it, or highlight multiple at one time by holding down the Ctrl button and clicking on all desired part numbers.

Then use the button to assign them to the new Product Group.

	New Group	
	Group Name 🕸	Test Product Group
	Description	Test product group for demonstration
	Part List	
	Available Parts 101900003 104400007 104460965 111900003 111945554 111960960 111963137 113200022	Product Group Parts
15 -		Save Cancel
15.	Click on the Save butt	on when you are done Save.

1

	Dema	nd Alerts	
	Edit	Alert	Send
	Ø	Requirement Manually Deleted	V
	ø	Requirement Rejected	
16 -	ø	Requirement Manually Added/Changed	
	Ø	Supplier Net Change Threshold Exceeded	V
	ø	Shipment with Cancelled Schedules	
	ø	Shippers Adjusted with Fulfillment	
	ø	New Demand, Shipper ID Not Found	
	Ø	Demand For Part Was Deleted	
		New Part	
	PO Ale	erts	
	Edit	Alert	Send
	ø	Purchase Order Changed	

16. You can now edit an alert by clicking on the pencil icon / edit button

	Produ	ct Groups (Shipment with Cancelled Schedules)
	Assign	Group Name
		Available Parts
17 -	-	Test Product Group
18 -		Save Cancel
17.		and clicking the new Product Group check box

NOTE: When there are multiple product groups available, it is required that you specify which product group(s) you want the alert to apply to (in most cases).

18. Click on the Save button Save

Dema	nd Alerts	
Edit	Alert	Send
Ø	Requirement Manually Deleted	V
Ø	Requirement Rejected	V
ø	Requirement Manually Added/Changed	
ø	Supplier Net Change Threshold Exceeded	V
ø	Shipment with Canoelled Schedules	V
ø	Shippers Adjusted with Fulfillment	
Ø	New Demand, Shipper ID Not Found	
Ø	Demand For Part Was Deleted	
	New Part	
PO Al	erts	
Edit	Alert	Send
Ø	Purchase Order Changed	

19. NOTE: New Part is the only alert that does not allow edits as the new part will not yet belong to a New Part

specific product group

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20. NOTE: DPR Alerts section is normally setup for new supplier users. Again, if you wish to not receive certain alerts, uncheck the alert and hit Save.

SMI A	lerts	
Edit	Alert	Send
ø	SMI Part Below Minimum Level	
ø	SMI Part Above Maximum Level	
Recei	pt Alerts	
Edit	Alert	Send
P	Receipt Published	
ø	Receipt Without Matching ASN	
ø	Receipt with Discrepancies	
Blank	et PO Alerts	
Edit	Alert	Send
1	Blanket PO Published	
1	Blanket PO Changed	
	Save	

21. When you are completely satisfied with your alerts, click on the Save button at the bottom of the page Save.



22. You should receive a similar message.

 INTOR' 4 8		Ienneco Automotive	
Demand	Drofe	arences Alort Configuration	
Kanban	Freie	erences Alert Conliguration	
Supplier Managed Inventory	A s	Successfully updated Alerts.	
Shipments			
■ Receipts	Dema	and Alerts	
CUM Management	Edit	Alert	Send
Delivery Performance	ø	Requirement Manually Deleted	
Reports Communications	ø	Requirement Rejected	
Preferences	ø	Requirement Manually Added/Changed	
Edit User Profile Configure Alerts	ø	Supplier Net Change Threshold Exceeded	
Configure EMC	ø	Shipment with Cancelled Schedules	
Define Product Groups	ø	Shippers Adjusted with Fulfillment	
₽ Setup	ø	New Demand, Shipper ID Not Found	
Launch Help	Ø	Demand For Part Was Deleted	
Launch Tutorial		New Part	
Contact Support	PO A	lerts	
Release Notes	Edit	Alert	Send
View Data Templates			
About Application			

23. If you have any questions regarding an Alert, and its definition is needed you can go to Help on the menu list and select Launch Help



24. Select the Alert Definitions under the User Preferences menu item. Alert Definitions

Alert	Definitions
Supplie events. is sent Profile)	r users can choose to be alerted of the following If you choose to be alerted, an email message to the email address (entered in your User when the event occurs.
You will facilities your ad If the a you will facility,	I be notified of events for only the customers, s, Ship To locations, and Ship From locations dmin user has allowed for your restriction group. dmin has not assigned you a restriction group, I get notifications of events for every customer, Ship To, and Ship From.
You car certain	n further restrict alerts to notify you only of parts by assigning product groups.
Dema	nd Alerts
Dema	nd Alerts
Dema Requir	ement Manually Deleted
Dema Requir	nd Alerts rement Manually Deleted If selected, an alert is sent when your customer
Dema Requir	nd Alerts rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an
Dema Requir	nd Alerts rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new
Dema Requir	nd Alerts rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release.
Dema Requir	rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. rement Manually Added/Changed
Demai Requir	rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. rement Manually Added/Changed If selected, an alert is sent when your customer
Dema Requir	rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. rement Manually Added/Changed If selected, an alert is sent when your customer manually adds a requirement to an existing
Dema Requir	rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. rement Manually Added/Changed If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due
Demai Requir	If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. The ment Manually Added/Changed If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release.
Demai Requir	rement Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. rement Manually Added/Changed If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release. rement Rejected
Demai Requir	The ment Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. The ment Manually Added/Changed If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release. The ment Rejected If selected, an alert is sent when a user at your
Dema Requir	The ment Manually Deleted If selected, an alert is sent when your customer manually removes a requirement from an existing schedule without publishing a new release. The ment Manually Added/Changed If selected, an alert is sent when your customer manually adds a requirement to an existing demand schedule or changes the quantity due without publishing a new release. The ment Rejected If selected, an alert is sent when a user at your supplier company rejects one or more

25. ... and you will be given a list of all the Alerts and their definitions.

Result

You have successfully setup your alerts.